

FT/18(18)/AO/2020

May 1, 2020

कार्यालय ज्ञापन / OFFICE MEMORANDUM

Sub:- Resumption of duty at CSIR-CFTRI and its Resource Centres.  
Ref:- GoI OM No. 40-3/2020-DM-I(A) dated April 15, 2020 communicating the Consolidated Revised Guidelines by Ministry of Home Affairs, New Delhi.

In continuation of OM of even number dated March 26, 2020, April 14, 2020 and Office Memorandum dated April 18, 2020, in pursuance of the prevention measures issued by Govt. of India / Govt. of Karnataka, CSIR-CFTRI will resume functioning from May 4, 2020.

As per the Guidelines issued by Ministry of Home Affairs, Govt. of India, the following personnel have to attend the office from May 4, 2020 onwards.

**Sr. Scientists and levels above (100% attendance)**  
**Sr. Technical Officer (3) and levels above (100% attendance)**

33% of the rest of the staff have to attend the office from May 4, 2020 onwards and the decision in this regard, whom to call will be taken by the concerned Heads of Departments.

AcSIR-Ph.D. students, M.Tech / M.Sc. / B.Tech / B.E. Students & Internship Project students, Project Assistants, Graduate Trainees including Skill Development trainees, shall not attend till further orders.


All the officers / staff (including outsourced staff) must download "Arogyasetu" app on their mobile phones, immediately. Before starting for office, they must review their status on "Arogyasetu" and commute only when the app shows "safe" or "low risk" status. The officers / staff are advised that in case the App shows a message that he / she has a "moderate" or "high risk" calculated on the basis of Bluetooth proximity (recent contact with infected person), he / she should not come to office with the consent of Medical Officers of CFTRI and self isolate for 14 days or till the status becomes "safe" or "low risk".

- (1) Heads of the Department to ensure downloading "Arogyasetu" app by all the staff including outsourced staff and intimate the same to Administrative Officer through Email to [coa@cftri.res.in](mailto:coa@cftri.res.in)
- (2) Heads of Departments should ensure that all the preventive measures of COVID-19 are followed as per guidelines.

Staff who wishes to attend the office for the below mentioned staggering schedule may please inform to the respective Heads of Department their schedules.

- (1) 9.00 AM to 5.30 PM
- (2) 9.30 AM to 6.00 PM
- (3) 10.00 AM to 6.30 PM

This is issued with the approval of Director, CFTRI.

  
(ಡಿ ಜೆ ಎನ್ ಪ್ರಸಾದ / D J N Prasad)  
प्रशासनिक अधिकारी  
Administrative Officer

सेवा में / To :

1. Heads of Departments / Resource Centres / Co-ordinators / Sections in General  
Admn./ F&A / S&P
2. CFTRI Website / Campus Blog

निदेशक / Director, CSIR – CFTRI

- सूचनार्थ / for kind information